

CONFIDENTIAL

Approved For Release 2001/07/16 : CIA-RDP80-03921A000200200001-3

FILE #20

OFFICE OF TRAINING BULLETIN

NUMBER 30

SEPTEMBER 1957



JOB NO. 78-03921A
BOX NO. 2
FOLDER NO. 20
TOTAL DOCS HEREIN 1

TABLE OF CONTENTS

NEWS	1
COURSES, ACTIVITIES, AND PROGRAMS	
Non-CIA Language Training Opportunities	
Americans Abroad Orientation — Western Europe	10
Basic Country Survey — USSR	11
Integrated Language/Area Study — USSR	
Basic Country Survey — Germany	13
Integrated Language/Area Survey — Germany	14
Regional Survey — Asia (Economic Factors)	
Regional Survey — East Asia	15
Noontime Movie Program	16
ARTICLE	
Uzbek — by Language & Area School	17
REGISTRAR'S REMINDERS	19
OTR & AGENCY TRAINING OFFICER DIRECTORIES	26
OTR CATALOG COURSE LISTINGS	un-numbered
(cut-out pages for insertion in Non-OTR Conducted Training Section)	
Staff Cryptographic System (Manual) #CIP 101	
Staff Cryptographic System (Machine) — KL-7 #CIP 102	
Staff Cryptographic System (Machine) — SIGTOT/TINYTOT #CIP 104	
Staff Cryptographic Systems (Refresher) #CIP 105	
Staff Cryptographic Systems (Manual Machine) — Special Applications #CIP 106	
Staff Cryptographic System (Manual) Briefing #CIP 107	

DOC 1 REV DATE 11 04 80 BY 018991
ORIG COMP 11 OPI 11 TYPE 30
ORIG CLASS S PAGES 28 REV CLASS C
JUST 22 NEXT REV 2019 AUTHI HR 78-2

Approved For Release 2001/07/16 : CIA-RDP80-03921A000200200001-3

CONFIDENTIAL

~~CONFIDENTIAL~~

NEWS

✓ OTR CATALOG CHANGES

PLEASE INK-IN THESE CORRECTIONS NOW!

BUDGET AND FINANCE PROCEDURES. ON THE COURSE LISTING SHEET, STRIKE OUT THE MARGINAL INSTRUCTION "NON-OTR CONDUCTED TRAINING SECTION." THIS IS AN OTR COURSE. INSERT IT AS THE NEXT PAGE FOLLOWING ADMINISTRATIVE PROCEDURES.

IN THE "NON-OTR CONDUCTED TRAINING SECTION," TEAR OUT AND DESTROY THE PAGE CONTAINING THE FOLLOWING OFFICE OF COMMUNICATIONS COURSE LISTINGS: STAFF CRYPTOGRAPHIC SYSTEMS (MANUAL) BRIEFING, STAFF CRYPTOGRAPHIC SYSTEMS (MANUAL), STAFF CRYPTOGRAPHIC SYSTEMS (MANUAL) REFRESHER.

REPLACE THE ABOVE PAGE WITH THE NEW OC COURSE LISTINGS WHICH ARE CONTAINED IN THE BACK OF THIS BULLETIN AS CUT-OUT PAGES.

READING IMPROVEMENT, COURSE CODE I-7. ON THE COURSE LISTING SHEET, CHANGE THE COURSE TITLE TO READ READING TECHNIQUES.

BUDGET & FINANCE PROCEDURES ESTABLISHES 1957 SCHEDULE

AS THE NEW SUMMARY B ACCOUNTING PROCEDURE NOW IS IN EFFECT, THE FOLLOWING SCHEDULE FOR BUDGET & FINANCE PROCEDURES IS ESTABLISHED:

3 - 13 SEPTEMBER
7 - 18 OCTOBER
12 - 22 NOVEMBER

CLASSES WILL BE SCHEDULED ONLY WHEN A MINIMUM OF SEVEN STUDENTS APPLY.

EXECUTIVE DECISION-MAKING (2 WEEKS) AMA FEATURES "WAR GAME" APPROACH AT ACADEMY OF ADVANCED MANAGEMENT

THE AMERICAN MANAGEMENT ASSOCIATION, AT ITS NEWLY ESTABLISHED PERMANENT ACADEMY OF ADVANCED MANAGEMENT ON SARANAC LAKE IN THE ADIRONDACK MOUNTAIN REGION OF NEW YORK STATE, HAS INITIATED A NEW COURSE: EXECUTIVE DECISION-MAKING.

THE SUBSTANCE OF AMA'S EXECUTIVE DECISION-MAKING IS A GUIDED INVESTIGATION OF THE DECISION-MAKING FUNCTION ITSELF. AS A VITAL, INTEGRAL PART IT INCLUDES A COMPREHENSIVE "WAR GAME," DESIGNED SPECIFICALLY FOR BUSINESS MEN. THE AMA GAME COMPRESSES YEARS OF EXECUTIVE DECISION-MAKING PRACTICE INTO A FEW DAYS' PLAYING TIME - WITH COMPETITIVE STRESSES AND PRESSURE REALISTICALLY REPRODUCED. BECAUSE OF THIS TIME COMPRESSION, THE IMPORTANT FACTORS IN DECISION-MAKING ARE INTENSIFIED AND HEIGHTENED IN EFFECT; THEY BECOME OPEN, FOR THE FIRST TIME IN TRAINING HISTORY, TO CONTROLLED INVESTIGATION AND ANALYSIS.

MAJOR DECISION AREAS INCLUDED IN THE 2-WEEK EXECUTIVE DECISION-MAKING ARE: THE DECISION MAKING PROCESS; ORGANIZATION FOR EFFECTIVE DECISION-MAKING; PLANNING - ITS ROLE IN EXECUTIVE DECISION MAKING; AND REVIEW AND REAPPRAISAL OF PAST DECISIONS. A DIGITAL COMPUTER IS USED DURING GAME PLAY TO COMBINE AND INTER-RELATE PLAYERS' DECISIONS, AND MAKES IT POSSIBLE TO COMPRESS TEN YEARS OF BUSINESS ACTIVITY INTO JUST 2 DAYS OF PLAYING TIME.

(CONTINUED ON PAGE 3)

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~ ~~SECRET~~

ACTORS - ACTRESSES: ATTENTION!

HOW MANY ACTORS DOES IT TAKE TO MAKE AN AGENCY TRAINING FILM? THUS FAR OVER 200 AGENCY EMPLOYEES HAVE HAD ROLES, BIG AND SMALL, IN THE EIGHT TRAINING FILMS PRODUCED BY OTR, AND OUR NEED FOR ACTORS AND ACTRESSES CONTINUES.

EXPERIENCE IS NOT NECESSARY--ALL YOU NEED IS WILLINGNESS. IT'S WORK, BUT IT CAN BE FUN, TOO. SECURITY CONSIDERATIONS MAY BE A FACTOR, BUT THIS MATTER WILL BE THOROUGHLY DISCUSSED BEFORE YOU ARE ASKED TO ACCEPT A ROLE. IF YOU ARE INTERESTED IN AIDING THIS AGENCY TRAINING ENDEAVOR, CALL EXTENSION 8333 FOR FURTHER DETAILS.

FIRST SHOWING OF NEW SUPPORT EXHIBIT

MEMBERS OF THE AGENCY ARE INVITED TO ATTEND THE NEXT INTELLIGENCE PRODUCTS EXHIBIT SCHEDULED TO BE SHOWN IN THE AUDITORIUM OF R&S BUILDING, ON THURSDAY, 12 SEPTEMBER, FROM 0930 TO 1130 HOURS. THIS WILL BE FOLLOWED AT 1300 BY THE NEW INTELLIGENCE SUPPORT EXHIBIT, WHICH CLOSSES AT 1500.

THE SUPPORT EXHIBIT IS INTENDED AS A SUPPLEMENT TO THE CURRENT PRODUCTS EXHIBIT. JUST AS THE PRODUCTS EXHIBIT IS BASED UPON COLLECTION, PRODUCTION AND DISSEMINATION, THE SUPPORT EXHIBIT IS BASED ON A THREE-FOLD FUNCTION: MEN, MONEY AND MATERIEL.

ALTHOUGH DESIGNED PRIMARILY AS A PART OF THE INTELLIGENCE ORIENTATION COURSE, THE EXHIBITS SHOULD BE OF GENERAL INTEREST TO MEMBERS OF THE AGENCY. THEY PRESENT IN ONE ROOM A COMPREHENSIVE PICTURE OF THE GREATER PART OF THE PRODUCTION AND SUPPORT ACTIVITIES OF CIA.

NON-CIA EDUCATIONAL OPPORTUNITIES IN THE WASHINGTON AREA

THE REGISTRAR'S OFFICE HAS OBTAINED A SUBSTANTIAL AMOUNT OF INFORMATION--CATALOGS, REGISTRATION DATES AND PROCEDURES, SCHEDULES OF CLASSES, ETC.--CONCERNING COURSES OFFERED BY LOCAL UNIVERSITIES. REGISTRATION DATES OF SOME OF THE LOCAL UNIVERSITIES FOR THE FALL SEMESTER 1957-58 ARE LISTED BELOW:

<u>UNIVERSITY</u>	<u>REG. DATES</u>
THE AMERICAN UNIV.	SEPT. 13 - 18
CATHOLIC UNIVERSITY	SEPT. 24 & 25
GEORGETOWN UNIVERSITY	SEPT. 18 - 20
GEORGE WASHINGTON U.	SEPT. 19 & 20
HOWARD UNIVERSITY	SEPT. 16
SCHOOL OF ADVANCED INTERNATIONAL STUDIES,	
JOHN HOPKINS UNIV.	SEPT. 23
UNIV. OF MARYLAND	SEPT. 17 - 20

THE REGISTRAR'S OFFICE ALSO HAS RECEIVED INFORMATION ON:

ADULT EDUCATION/PUBLIC SCHOOLS OF
THE DISTRICT OF COLUMBIA
SOUTHEASTERN UNIVERSITY
THE PENTAGON PROGRAM - UNIVERSITY
OF MARYLAND
YMCA
ARLINGTON COUNTY SCHOOL SYSTEM
THE COLLEGE OF GENERAL STUDIES -
GEORGE WASHINGTON UNIVERSITY -
WHICH HAS VARIOUS OFF-CAMPUS
LOCATIONS

FOR FURTHER INFORMATION CONCERNING THESE PROGRAMS, CALL R/TR, EXTENSION 4005, OR COME BY 1104 ALCOTT HALL.

~~CONFIDENTIAL~~ ~~SECRET~~

~~SECRET~~ **CONFIDENTIAL**

**CLERICAL SKILLS QUALIFICATION TESTS
SCHEDULED FOR SEPT. AND OCT.**

CLERICAL SKILLS QUALIFICATION TESTS IN SHORTHAND AND TYPEWRITING, ADMINISTERED TO ON-THE-JOB EMPLOYEES WHO MUST MEET AGENCY STANDARDS, WILL BE GIVEN MONDAYS DURING SEPT. AND OCTOBER AS FOLLOWS:

16 SEPT. 7 OCTOBER 21 OCTOBER

(TYPEWRITING: 1315 SHORTHAND: 1400)

THESE TESTS ARE GIVEN IN ROOM 508,
1016 16TH STREET.

SUPERVISORS WHO WISH TO HAVE EMPLOYEES TESTED SHOULD GET IN TOUCH WITH THEIR PERSONNEL PLACEMENT OFFICERS. THE OFFICERS WILL ARRANGE FOR TEST REGISTRATION.

USUALLY, EMPLOYEES WHO DO NOT MEET THE AGENCY CLERICAL SKILLS STANDARDS IN THESE TESTS SHOULD BE ENROLLED IN THE CLERICAL REFRESHER PROGRAM, LISTED IN YOUR OFFICE COPY OF THE OTR CATALOG AS COURSES B-12 TO B-19.

(EXECUTIVE - CONTINUED)

THE RAND CORPORATION, THE NAVAL WAR COLLEGE, INTERNATIONAL BUSINESS MACHINES, AND BOOZ, ALLEN AND HAMILTON, INC., ARE AMONG THE ORGANIZATIONS THAT CONTRIBUTED TO THE DEVELOPMENT OF THE GAME BY THE AMA STAFF.

COURSE SCHEDULES FOR 1957 ARE:

OCTOBER 7 THROUGH OCTOBER 18
OCTOBER 28 THROUGH NOVEMBER 8
NOVEMBER 11 THROUGH NOVEMBER 22
DECEMBER 2 THROUGH DECEMBER 13

THE FEE FOR THE TWO WEEKS IS \$1000, AND INCLUDES TUITION, COURSE MATERIALS, AND ALL CHARGES FOR FOOD AND LODGING INCIDENT TO THE REGISTRANT'S STAY AT THE ACADEMY. CONSIDERATION FOR EXTERNAL TRAINING MAY BE GIVEN TO SENIOR-LEVEL OFFICIALS WHO HAVE COMPLETED OTR'S BASIC MANAGEMENT. FOR FURTHER INFORMATION, CONTACT THE REGISTRAR, OFFICE OF TRAINING, EXTENSION 4005.

**EASTERN DEPARTMENT OF LAS
MOVES TO END OF QUARTERS EYE**

THE EASTERN DEPARTMENT OF THE LANGUAGE AND AREA SCHOOL HAS MOVED, AND NOW IS LOCATED IN THE 1900, 2800 AND 2900 WINGS OF QUARTERS EYE. THE ONLY ENTRANCE TO THESE WINGS IS AT THE EAST END OF THE BUILDING. TELEPHONE EXTENSIONS ARE 3275 AND 2381.

~~SECRET~~

3 **CONFIDENTIAL**

25X1A

Approved For Release 2001/07/16 : CIA-RDP78-03921A000200200001-3

Approved For Release 2001/07/16 : CIA-RDP78-03921A000200200001-3

READING - EXECUTIVE WORKSHOP
NOW GIVEN BEFORE & DURING DUTY HOURS

READING TECHNIQUES - EXECUTIVE WORKSHOP #1 RECENTLY WAS COMPLETED. THE INTELLIGENCE SCHOOL HAS SCHEDULED THE NEXT 20-HOUR WORKSHOP TO RUN 23 SEPT. - 4 OCT., 2 HOURS PER DAY FOR 2 WEEKS. THE CLASS MEETING TIME HAS NOT YET BEEN SET, BUT PROBABLY WILL BE 1330 - 1530 HOURS EACH AFTERNOON.

25X1A6a AA0 [REDACTED] FEATURES NEW KIT

25X1A6a AN IDEA OF THE HAND-OUT KIT GIVEN TO STUDENTS IN THE AMERICANS ABROAD ORIENTATION-[REDACTED] IS DISPLAYED ON THE OPPOSITE PAGE. SEE YOUR OTR BULLETIN, AUGUST 1957, FOR THE CLASS SCHEDULE OF THE NEXT COURSE, WHICH BEGINS 30 SEPTEMBER.

25X1A THE KIT IS RETAINED BY PERSONNEL AND THEIR DEPENDENTS WHO ENROLL FOR THIS 15-HOUR BRIEFING. THE MAPS OF [REDACTED] ARE A TEACHING AID IN THE CLASS SESSION TITLED, "MAP STUDY-- LOCATIONAL ORIENTATION ON WHERE YOU ARE GOING AND THE PLACES TO SEE."



WORKSHOP #1 WAS HELD AT 0730, IN ORDER TO ACCOMMODATE STUDENTS UNABLE TO TAKE ADVANTAGE OF THIS SPECIALIZED TRAINING DURING DUTY HOURS. ANOTHER BEFORE-HOURS CLASS WILL BE SCHEDULED IN EARLY 1958. AGENCY EXECUTIVES THUS HAVE A TIME CHOICE IN PLANNING TO ATTEND THESE SHORT, PRODUCTIVE WORKSHOPS - BOTH BEFORE-HOURS AND DUTY-HOURS CLASSES ARE AVAILABLE; PLEASE WATCH YOUR OTR BULLETIN FOR CURRENT SCHEDULES AND OTHER INFORMATION

THE AIM OF THE WORKSHOP IS TO INCREASE SPEED, ACCURACY, AND EASE IN READING. STUDENTS PRACTICE THE PRINCIPLES TAUGHT IN READING TECHNIQUES, COURSE 1-7 IN YOUR OFFICE COPY OF THE OTR CATALOG, BUT THE WORKSHOP EMPHASIZES THOSE REQUIRED FOR ADMINISTRATIVE, OPERATIONAL, AND TECHNICAL REVIEW.

THIS WORKSHOP PRIMARILY IS FOR OFFICIALS OF THE DD/I, DD/S, AND DD/P IN THE GRADES OF GS-15 OR HIGHER, HOWEVER, PERSONS BELOW THESE GRADES MAY BE ADMITTED ON SPECIAL REQUEST IF THEIR RESPONSIBILITIES REQUIRE EXECUTIVE READING SKILLS.

~~SECRET~~

READING TECHNIQUES NOW 4 WEEKS
EXPERIMENT PROVED SUCCESSFUL
STUDENTS FAVOR 2 HOURS PER DAY

STUDENTS ACHIEVED AS MUCH LONG-TERM IMPROVEMENT FROM THE RECENT EXPERIMENTAL 4-WEEK, 2-HOUR-PER-DAY SCHEDULE AS THEY DID FROM THE FORMER 7-WEEK, 1-HOUR-PER-DAY SCHEDULE IN READING TECHNIQUES. ALSO, STUDENTS UNIFORMLY HAVE EXPRESSED THEMSELVES IN FAVOR OF THE SHORTER, MORE INTENSIVE, SCHEDULE.

THE INTELLIGENCE SCHOOL, THEREFORE, NOW WILL SCHEDULE READING TECHNIQUES ON THE NEW, 4-WEEK, 2-HOUR-PER-DAY, BASIS.

RECENTLY, THE STAFF RE-TESTED 21 STUDENTS WHO HAD TAKEN THE EXPERIMENTAL, SHORTER-DURATION COURSE. THE RE-TESTS WERE CONDUCTED 2 MONTHS AFTER THE END OF THE COURSE, TO DETERMINE WHETHER STUDENT GAINS MADE WERE RETAINED ON A LONG-TERM BASIS.

THE RE-TEST RESULTS INDICATE THAT THE NEW SCHEDULE IS VERY EFFECTIVE. THE STUDENTS' AVERAGE SCORES ON THE 3 READING TESTS BEFORE THE COURSE, AND 2 MONTHS AFTER COMPLETION, WERE:

TEST	BEFORE		2 Mos. AFTER	
	RATE*	SCORE*	RATE*	SCORE*
SCAN FOR MAIN				
IDEAS	442	70	648	80
INFORMA-				
TIONAL	285	69	338	76
STUDY	-	32	-	54

(*RATE IS IN WORDS PER MINUTE, AND SCORE IS PERCENTAGE OF QUESTIONS ANSWERED CORRECTLY.

IN COMPARING THE LONG-TERM RESULTS OF THE 4-WEEK SCHEDULE WITH THAT OF THE 7-WEEK, THE FOLLOWING FIGURES SHOW DIFFERENCES IN THE AVERAGE GAINS MADE FROM PRE-TEST TO RE-TEST:

TEST	7-WEEK COURSE		4-WEEK COURSE	
	RATE	SCORE	RATE	SCORE
SCAN FOR MAIN				
IDEAS	+106	+1	+206	+10
INFORMA-				
TIONAL	+69	+8	+53	+7
STUDY	-	+14	-	+22

THE FIGURES SUGGEST THAT THE 4-WEEK STUDENTS MADE LARGER GAINS THAN THE 7-WEEK STUDENTS IN SCANNING AND READING TECHNIQUES AND ONLY SLIGHTLY SMALLER GAINS IN INFORMATIONAL READING TECHNIQUES.

RARE LANGUAGE COURSE IS SCHEDULED
UZBEK BASIC SPEAKING (P-T) - 30 SEPT.

THE LANGUAGE AND AREA SCHOOL HAS COMPLETED PREPARATIONS FOR TEACHING UZBEK, THE MOST IMPORTANT LANGUAGE OF CENTRAL ASIA AND A KEY TO THE OTHER TONGUES OF SOVIET CENTRAL ASIA.

MATERIALS FOR THE UZBEK BASIC SPEAKING (PART-TIME) COURSE, COMMENCING 30 SEPT., HAVE BEEN SECURED THROUGH AN ARRANGEMENT WITH THE UNIVERSITY OF INDIANA, WHICH MADE THE TEXT AND TAPES AVAILABLE TO THE OFFICE OF TRAINING IN RETURN FOR THE REPRODUCTION OF A NUMBER OF COPIES FOR THEIR USE.

IF YOU ARE INTERESTED IN STUDYING THIS RARE LANGUAGE, PLEASE CONTACT R/TR, EXTENSION 8272, IMMEDIATELY.

(SEE SPECIAL ARTICLE ON UZBEK BY THE LANGUAGE AND AREA SCHOOL.)

LANGUAGE STUDY PROGRESSES

CURRENT ENROLLMENT IN INTERNAL LANGUAGE TRAINING COURSES IS APPROXIMATELY 119; ENROLLMENT IN SELF-STUDY IS APPROXIMATELY 174.

CURRENT ENROLLMENT IN NON-DUTY-HOURS LANGUAGE COURSES, MORNING AND EVENING CLASSES, IS 143, STUDYING THE FOLLOWING LANGUAGES:

CHINESE	ITALIAN
FRENCH	RUSSIAN
GERMAN	SPANISH

THE LANGUAGE LABORATORY, 2132 EYE BUILDING, WAS UTILIZED BY 203 STUDENTS DURING THE PAST MONTH, FOR A TOTAL OF 2468 HOURS, IN THE STUDY OF 21 DIFFERENT LANGUAGES.

LANGUAGE PROFICIENCY EXAMINATIONS RECENTLY WERE TAKEN BY 40 PEOPLE FROM VARIOUS AGENCY COMPONENTS. THE LANGUAGES WERE:

CHINESE (MANDARIN)	JAPANESE
FRENCH	KOREAN
GERMAN	POLISH
ITALIAN	SPANISH

OTR QUALIFICATIONS REVIEW AND PLACEMENT PANELS RECENTLY MET TO CONSIDER PEOPLE FOR THE FOLLOWING LANGUAGE STUDIES:

CHINESE	KOREAN
FRENCH	RUSSIAN
GERMAN	TURKISH
ITALIAN	SPANISH

FOREIGN LANGUAGE PROFICIENCY TESTS OTR SOON TO USE NEW REPORT FORM

THE OFFICE OF TRAINING SOON WILL COMMENCE USING A NEW FORM FOR REPORTING RESULTS ON FOREIGN LANGUAGE PROFICIENCY TESTS. AT THAT TIME, A LETTER CODE WILL REPLACE THE NUMERAL CODE PREVIOUSLY IN USE. THE NEW AND OLD DESIGNATIONS ARE AS FOLLOWS:

<u>NEW</u>	<u>PROFICIENCY</u>	<u>OLD</u>
S	SLIGHT	(I)
E	ELEMENTARY	(II)
I	INTERMEDIATE	(III)
H	HIGH	(IV)
N	NATIVE	(V)

SEPARATE RATINGS WILL CONTINUE TO BE GIVEN FOR READING AND WRITING. THE SINGLE RATING FOR SPEAKING WILL BE REPLACED BY 3 SEPARATE RATINGS FOR: PRONUNCIATION, SPEAKING, AND UNDERSTANDING.

FURTHER INFORMATION ON FOREIGN LANGUAGE PROFICIENCY TESTS WILL APPEAR IN A FUTURE ISSUE OF YOUR OTR BULLETIN.

S-E-C-R-E-T

TRAINING OFFICERS ARE KEY
IN NEW LAS PROCEDURE
GOVERNING PROGRESS IN LANGUAGE STUDY

THE FOLLOWING PROCEDURE IS ESTABLISHED BY THE LANGUAGE AND AREA SCHOOL (LAS) TO ASSIST THE INDIVIDUAL WHO HAS EXPERIENCED DIFFICULTY IN MEETING THE INSTRUCTIONAL STANDARDS OF AN INTERNAL LANGUAGE TRAINING COURSE.

ON LANGUAGE TRAINING EVALUATION, AN INDIVIDUAL IS RATED FROM 1 TO 5 ON EACH OF THE COURSE OBJECTIVES. FOR INSTANCE, A RATING OF 3.0 INDICATES THAT "THE STUDENT MET THE OBJECTIVE IN A SATISFACTORY MANNER, REVEALING A GOOD GRASP OF THE ESSENTIALS." ON THE LANGUAGE TRAINING EVALUATIONS OF INDIVIDUALS WHOSE OVERALL RATINGS IN A COURSE AVERAGE LESS THAN 3.0 WILL BE STAMPED THE FOLLOWING:

"APPROVAL FOR FURTHER TRAINING IN THIS LANGUAGE CONTINGENT UPON SATISFACTORY INTERVIEW WITH C/LAS."

SUBSEQUENTLY, IF THE INDIVIDUAL DESIRES FURTHER TRAINING IN THAT LANGUAGE, THE TRAINING OFFICER WILL PREPARE THE REQUEST FORM AND WILL ARRANGE FOR THE INDIVIDUAL TO BE INTERVIEWED BY CHIEF/LAS. AT CONCLUSION OF THE INTERVIEW THE CHIEF/LAS WILL NOTE HIS RECOMMENDATIONS(S), WITH SIGNATURE, ON THE REQUEST FORM AND THE INDIVIDUAL WILL RETURN IT TO THE TRAINING OFFICER. ONLY APPROVED, SIGNED FORMS THEN WILL BE FORWARDED BY THE TRAINING OFFICER TO R/TR.

THE PURPOSE OF THE INTERVIEW WILL BE TO CONSIDER THE REASONS FOR THE INADEQUATE PERFORMANCE OF THE INDIVIDUAL IN THE PREVIOUS COURSE AND TO RECOMMEND APPROPRIATE PLACEMENT OF THE INDIVIDUAL IN RESPECT TO FURTHER LANGUAGE TRAINING.

INADEQUATE PERFORMANCE IN LANGUAGE TRAINING MAINLY IS DUE TO LOW LANGUAGE APTITUDE, OR TO ABSENCE FROM CLASS OR LAB SESSIONS RESULTING FROM THE PRESS OF OFFICE DUTIES.

IN CASES OF LOW LANGUAGE APTITUDE, IT MAY BE RECOMMENDED THAT THE INDIVIDUAL REPEAT THE PREVIOUS COURSE BEFORE CONTINUING FURTHER TRAINING, OR CONTINUE IN A LESS INTENSIVE COURSE, INTERNALLY OR EXTERNALLY, WHILE DEVOTING AS MUCH TIME AS PREVIOUSLY TO STUDY.

IN CASES WHERE THE PRESSURE OF OFFICE DUTIES WAS RESPONSIBLE FOR POOR PERFORMANCE, REGISTRATION IN TRAINING MAY BE MADE CONTINGENT UPON FULL CLASS AND LAB ATTENDANCE; TRAINING OFFICERS WILL BE NOTIFIED THAT ABSENCES WILL RESULT IN THE INDIVIDUAL BEING DROPPED FROM THE COURSE.

OTHER RECOMMENDATIONS MAY BE MADE IN SPECIFIC CASES IN ORDER TO ASSURE THAT INDIVIDUALS ARE PLACED IN COURSES BEST FITTED TO INDIVIDUAL CIRCUMSTANCES AND TRAINING OBJECTIVES.

SELECT PUBLICATIONS AVAILABLE TO YOU

COPIES OF THE FOLLOWING OTR PUBLICATIONS ARE AVAILABLE AND MAY BE REQUESTED THROUGH YOUR TRAINING OFFICER, OR BY CALLING THE CHIEF, OTR LIBRARY, EXTENSION 3096:

GERMANY: A BIBLIOGRAPHY. THIRD REVISED EDITION, TR RM 0-538, 110 PAGES, UNCLASSIFIED, OCTOBER 1957.

ALPHABETICAL AREA INDEX TO THE NATIONAL INTELLIGENCE SURVEY, 5 PAGES, JULY 1957, CONFIDENTIAL/NOFORN.

OTR BOOKSHELF, TR RM 0-8, SECRET/CIA INTERNAL USE ONLY, SEPTEMBER 1957 - A LIST OF BOOKS RECENTLY ACQUIRED BY THE OTR LIBRARY IN ADDITION TO SELECTED FRENCH AND ENGLISH TITLES ON INTELLIGENCE FROM THE HISTORICAL INTELLIGENCE COLLECTION.

RUSSIAN & POLISH SEMINARS--15 OCT.

THOSE WISHING TO IMPROVE THEIR ABILITY TO CONVERSE IN RUSSIAN OR POLISH ARE INVITED TO JOIN ONE OF THE CONVERSATION SEMINARS BEGINNING 15 OCTOBER.

THE RUSSIAN (INTERMEDIATE) CONVERSATION SEMINAR WILL MEET EACH THURSDAY, FROM 1000 TO 1200, IN ROOM 2801 QUARTERS EYE.

THE RUSSIAN (ADVANCED) CONVERSATION SEMINAR WILL MEET EACH THURSDAY, FROM 0930 TO 1130, IN ROOM 2802 QUARTERS EYE.

A RUSSIAN NATIVE WILL CONDUCT THESE SEMINARS IN INFORMAL DISCUSSIONS ON NON-TECHNICAL SUBJECTS, SHORT STORIES, ETC.

THE POLISH (INTERMEDIATE) CONVERSATION SEMINAR MEETS ON THURSDAYS, 1200 TO 1400, IN ROOM 2911 QUARTERS EYE.

TO JOIN THE SEMINAR GROUPS, AN INTERVIEW WITH INSTRUCTOR [REDACTED] 25X1A9a
[REDACTED] EXTENSION 3275, IS REQUIRED 25X1A9a
CONTACT YOUR TRAINING OFFICER TO ARRANGE FOR THE INTERVIEW.

FRENCH SEMINAR BEGINS SECOND YEAR

THE FRENCH SEMINAR, MEETING TUESDAYS AND THURSDAYS IN ROOM 2132, I BUILDING, NOW BEGINS ITS SECOND YEAR OF SERVICE TO FRENCH-SPEAKING AGENCY PERSONNEL.

THE SEMINAR IS OPEN TO ALL THOSE INTERESTED IN MAINTAINING THEIR FLUENCY IN THE LANGUAGE. NO PREPARATION IS NECESSARY, AND VARIOUS TOPICS ARE DISCUSSED AT EACH MEETING. INFORMATION MAY BE OBTAINED BY CALLING THE PRINCIPAL INSTRUCTOR, [REDACTED] EXTENSION 4437. 25X1A9a

S-E-C-R-E-T

Courses, Activities, and Programs

NON-CIA LANGUAGE TRAINING OPPORTUNITIES

FULL-TIME COURSES

The Agency has been invited to nominate persons for the following full-time external language courses sponsored by the Air Force and the National Security Agency. Candidates must be certified by the OTR Qualifications Review and Placement Panel which meets 26 September. For information or service, call R/TR, extension 4005.

<u>Language</u>	<u>Starting Date</u>	<u>Duration</u>	<u>Sponsor</u>
Thai (tentative)	September	6-9 months	NSA
Polish	30 September (probable date)	6-9 months	NSA
Vietnamese	30 September (probable date)	6-9 months	NSA
Swedish	7 October	6 months	AF (Georgetown)
Chinese	- October (probable date)	6 months	NSA
Russian (tentative)		6-9 months	NSA

AMERICANS ABROAD ORIENTATION

WESTERN EUROPE

7 TO 11 OCTOBER

This regional-type Americans Abroad Orientation, covering all of Europe west of the Iron Curtain except Germany, Greece, and Yugoslavia, will be given daily from 0900 to 1200 hours in Room 2132 Eye Building.

All personnel, as well as their adult and teen-age dependents, expecting to go to a country in this area for the first time are encouraged to attend. Applications for registration of employees must be submitted to the Registrar by 23 September so that the instruction can be tailored to the needs of enrollees. Requests for admission of dependents should be submitted by Training Officers through the Office of Security to the Chief, Language and Area School, and should include a statement that all sessions of the course are unclassified. Further information may be obtained by calling [REDACTED] extension 4437.

25X1A9a

BASIC COUNTRY SURVEY

USSR

15 October - 19 December

This course will be given from 15 October to 19 December. Classes will be held Tuesdays and Thursdays from 1330 to 1630 in Room 2103, Alcott Hall. Applications for registration must be submitted to the Registrar, Office of Training, on or before 1 October. Maximum enrollment in this course is thirty. For further information, call [REDACTED], 25X1A9a extension 2428.

The course is designed to meet the needs of personnel whose duties require a knowledge of the USSR. Included will be the following: the historical development of Czarist Russia and the USSR, the geography, the economic resources, the role of the Communist Party, the structure and activities of the government and of the economy, the military capabilities, Soviet literature and art, the nationalities of the USSR, and Soviet foreign policy.

Instruction will be by lecture, discussion, and selected reading materials. Films and training aids also will be used.

SCHEDULE

15 October Tuesday	17th and 18th Century Russia
17 October Thursday	Revolutionary Russia, 19th Century
22 October Tuesday	The Russian Revolutions 1905-1917
24 October Thursday	Soviet History: 1917-27 and 1928-40
29 October Tuesday	World War II and After
31 October Thursday	Role of the Communist Party
5 November Tuesday	The Government of the USSR
7 November Thursday	Economic Geography and Resources

S-E-C-R-E-T

12 November Tuesday	Organization of the Economy and the Role of Planning
14 November Thursday	The Soviet Economy: Agriculture and Industry
19 November Tuesday	The Soviet Economy: Transportation, Mining and Labor
21 November Thursday	The Soviet Military Organization and Capabilities
26 November Tuesday	Soviet Science and Education
3 December Tuesday	The Soviet Intelligence Services
5 December Thursday	Nationalities in the USSR Soviet Literature and Art
10 December Tuesday	Soviet Foreign Affairs: 1917 - present
12 December Thursday	Seminar on Soviet Society Today
17 December Tuesday	Soviet Objectives
19 December Thursday	Review Seminar and Examination

S-E-C-R-E-T

~~S-E-C-R-E-T~~

INTEGRATED LANGUAGE/AREA STUDY

USSR

23 SEPTEMBER TO 20 DECEMBER

This course will be given Mondays, Wednesdays and Fridays, from 0830 to 1030 hours, in Room 2825, Quarters Eye. Applications for registration must be received by the Registrar on or before 16 September.

This course is designed to increase background knowledge of the USSR and to improve the student's knowledge of the Russian language. Lectures and assignments will be based on area materials, including geography, history, economics, politics, literature, art, army, navy, etc.

The student must have completed a minimum of two years part-time, or nine months full-time study of Russian, or the equivalent, as a prerequisite to enrolling in this course. An interview with the instructor, [REDACTED] Room 1928, Quarters Eye, extension 3275, is required of applicants. 25X1A9a

BASIC COUNTRY SURVEY

GERMANY

15 OCTOBER TO 19 DECEMBER

The Basic Country Survey -- Germany will be offered on Tuesdays and Thursdays from 0900 to 1230 hours in Room 2132 "I" Building. Applications must be received by the Registrar, Office of Training, on or before 1 October. An interview with the chief instructor, [REDACTED] Room 2129 "I" Building, extension 4437, is required of all applicants prior to 15 October. Ask your Training Officer to arrange for your application and interview appointment. 25X1A9a

The principal objective of this course is to help the student gain a broad understanding of Germany's role, both present and prospective, in world affairs. Emphasis will be placed on the relationships of West and East Germany to American and to Soviet strategy.

The course will be organized in topical units presented by the chief instructor and guest specialists. Students will be expected to read appropriate source materials and to engage in class discussion on each unit. In the early weeks the focus will be on the geographical, historical, economic, sociological, and political aspects of West and East Germany. Later units will concentrate on current problems of strategic significance.

~~S-E-C-R-E-T~~

S-E-C-R-E-T

INTEGRATED LANGUAGE/AREA STUDYGERMANY14 OCTOBER TO 20 DECEMBER

This first full-time language course based almost exclusively on area materials -- the 10-week Integrated Language/Area Study - Germany -- will be given in Room 2132 Eye Building from 14 October to 20 December. Consult the descriptive news item in your August 1957 OTR Bulletin, page 7. Applications for registration of employees must be submitted to the Registrar immediately.

This course will be at the intermediate-level and is intended for graduates of our Basic (Full-Time) language course or for other qualified employees desiring to refresh their German. Enrollment will be limited to 8 persons.

Area knowledge -- through the use of teaching materials concerned with the country -- will be the principal by-product of these new courses. Another will be familiarity with the vocabulary of public affairs, actually in use in that country, along with practice in discussing domestic and foreign problems. A few hours also will be devoted to intelligence terminology.

The class will distribute its time during an average week as follows.

Contemporary Germany:

	Hours Per Week
Private study in two textbooks, with help of tapes	5
Oral questions and answers based on area information text, <u>Deutschland Fibel</u>	5
Oral questions and answers based on area problems text, <u>Ein deutsches Zeitungslesebuch</u>	3
Vocabulary drill based on problems text	2
Lecture in <u>Basic Country Survey - Germany</u> (in English)	1½
Lecture and discussion (in German) on portion of above lecture	1½
Discussion of current events concerning Germany, based on news items	3
Films	1½

History of Germany:

Private study in textbook, <u>Grundzüge der Geschichte</u> , with tapes	5
Oral questions and answers based on text	2
Vocabulary drill based on text	2
Lecture and discussion	1½
<u>Intelligence Terminology</u>	2

S-E-C-R-E-T

REGIONAL SURVEY

ASIA (ECONOMIC FACTORS)

8 OCTOBER TO 14 NOVEMBER

This course will be held on Tuesdays and Thursdays from 1345 to 1645 hours, in Room 2924, Quarters Eye. Applications for registration must be received by the Registrar, Office of Training, on or before 23 September.

This course is designed for personnel who require economic information on Asia and familiarity with the various factors involved. It surveys the region embracing Japan, China, the Philippines, Indonesia, Malaya, Indochina, Thailand, Burma, India, Pakistan and Ceylon. It deals with the government, population, soil, mineral and industrial development, international trade, labor, communications, economic relations and problems of the region. At each session there will be a guest speaker in addition to the regular lecture and film. Students will be required to take an oral test and submit term papers.

REGIONAL SURVEY

EAST ASIA

4 NOVEMBER TO 10 JANUARY

This course, formerly titled "Northeast Asia," will be held on Mondays, Wednesdays and Fridays, from 1400 to 1630 hours, in Room 2928, Quarters Eye. Applications for registration must be submitted to the Registrar, on or before 21 October. An interview with the instructor, [REDACTED] 25X1A9a extension 3275, is required of applicants.

This course is designed for personnel who require a knowledge of China, Japan and surrounding dependent areas, such as Formosa, Korea and the Ryukyus, from the beginning of the Nineteenth Century. Particular emphasis will be placed on the impact of the West (including Russia). Particular emphasis will also be placed upon the economic and political relationships of the area to the West. Adequate evidence of the student's accomplishment in the course will be required for evaluation and assessment purposes.

S-E-C-R-E-T

NOONTIME MOVIE PROGRAM

SEPTEMBER AND OCTOBER

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED], extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

25X1A9a

10 September Tuesday	Italian film: "Pact With The Devil" B0064, 80 min. (Shown at the Venice Film Festival, 1949)	
11 September Wednesday	Russian Newsreels	
17 September Tuesday	French film: "Les Maudits" B1100, 80 min. (Story of Fanatic Nazi agent after fall of Germany) [REDACTED] Auditorium)	25X1A
25 September Wednesday	Russian film: "Saltamat" J6199, 107 min. (Story of struggle between new and old agriculture)	
30 September Monday	German film: "With Sealed Orders" B0511, 110 min. (Espionage Drama) [REDACTED] Auditorium)	25X1A
3 October Thursday	Spanish film: "Underage" G7088, 106 min. (Trials and Tribulations of a teen-age girl) [REDACTED]	25X1A
9 October Wednesday	German Newsreels	
10 October Thursday	Hungarian Short: "Ruthenia" G6558, 18 min.; "Suspension Bridge" C7008, 17 min.; "A Day at Lake Balatin" 20 min.	
15 October Tuesday	Chinese film: "The Watch" D6237, 121 min. (Anti-nationalist film on Shanghai Children) [REDACTED] Auditorium)	25X1A
16 October Wednesday	Russian film: "Behind the Show Window" J7041, 95 min. (Problems of a Soviet Department Store Executive)	
17 October Thursday	Polish Feature	

S-E-C-R-E-T

UZBEK

(BY LANGUAGE AND AREA SCHOOL)

FOR THE FIRST TIME, A CENTRAL ASIAN LANGUAGE IS BEING OFFERED BY A GOVERNMENT LANGUAGE SCHOOL. THE LANGUAGE AND AREA SCHOOL IS OFFERING A PART-TIME COURSE IN UZBEK BASIC SPEAKING FROM 30 SEPTEMBER 1957 TO 9 MAY 1958. IT WILL PREPARE SELECTED PERSONS, THROUGH STUDY OF THE LANGUAGE, TO COMMUNICATE AND TO DEVELOP CAPACITY FOR RESEARCH ON THE AREA USING UZBEK LANGUAGE MATERIALS.

THE UZBEK SSR IS ONE OF THE REPUBLICS CONSTITUTING SOVIET CENTRAL ASIA. THIS AREA IS BORDERED ON THE EAST BY CHINESE SINKIANG, ON THE SOUTH BY IRAN AND AFGHANISTAN, AND ON THE WEST BY THE CASPIAN SEA. IT WAS ORIGINALLY SETTLED BY MOSLEMS OF TURKISH ORIGIN AND FOR MANY CENTURIES WAS A REGION OF FLOURISHING EMIRATES. THE REGION WAS OVERRUN BY GENGHIS KAHN IN 1220 AND BY TAMERLANE IN 1378. BOTH THE REGION AND 3/4 OF THE POPULATION TAKE THE NAME UZBEK FROM UZBEG KAHN WHO LIVED IN THE 14TH CENTURY. RUSSIAN TSARIST FORCES OCCUPIED THE PRESENT CAPITAL OF UZBEK SSR (TASHKENT) IN 1865, AND THE OTHER IMPORTANT CITIES OF THE AREA, SAMARKAND, BUKHARA, AND KHIVA, IN 1868 AND 1873. ALL OF THESE BECAME VASSAL EMIRATES OF THE RUSSIAN EMPIRE. THE UZBEK SSR WAS ESTABLISHED IN 1924 AND INCLUDED IN THE SOVIET UNION IN 1925.

FIGHTING IN UZBEK SSR AGAINST THE SOVIET UNION CONTINUED UNTIL 1931. THE NATIONALIST BASNACHI MOVEMENT WAS ANTI-RUSSIAN AND SPECIFICALLY ANTI-SOVIET RUSSIAN IN CHARACTER. THE UZBEKS, WHO ARE THE MOST ENTERPRISING AND MOST CULTURALLY ADVANCED OF THE CENTRAL ASIAN PEOPLES, HAVE BEEN ALSO THE MOST RESISTANT TO THE SOVIET UNION. FEELINGS OF NATIONALISM AND ANTI-RED SENTIMENT ARE STRONGEST AMONG THEM.

THE UZBEK SSR IS THE MOST IMPORTANT OF THE CENTRAL ASIAN REPUBLICS, AND OCCUPIES THE CENTRAL POSITION IN CENTRAL ASIA. IT IS, ITSELF, ABOUT THE SIZE OF CALIFORNIA. ITS PEOPLE ARE 75% UZBEK — A TURKO-MOSLEM PEOPLE. THE ADMIXTURE OF THE POPULATION INCLUDES TURKS, MONGOLS, PERSIANS, AFGHANS, TAJIK, SARTS (IRANIAN), KARA-KALPAKSIANS, KAZAKHS, RUSSIANS AND JEWS. MOST OF THE UZBEKS ARE MOSLEMS, THOUGH MOHAMMEDANISM IS NOT TODAY THE DOMINANT CULTURAL INFLUENCE IT ONCE WAS. THE USSR OFFICIALLY LETS ISLAM ALONE, BUT UNOFFICIALLY IT IS SUPPRESSED. ALONG WITH OTHER MEASURES OF SOVIETIZATION, RUSSIAN CULTURE HAS BEEN BROUGHT INTO THE AREA AND SOVIET INSTITUTIONS HAVE REPLACED OLD ISLAMIC INSTITUTIONS. THIS IS IN PART REFLECTED IN THE MODIFICATION OF MOSLEM CUSTOMS CONCERNING WOMEN, WHO NOW CONSTITUTE A CONSIDERABLE PART OF THE FARM AND FACTORY LABOR FORCE.

THE UZBEK LANGUAGE IS A MEMBER OF THE TURKIC LINGUISTIC GROUP. IT IS THE MOST IMPORTANT LANGUAGE OF SOVIET CENTRAL ASIA, AND A KEY TO THE OTHER LANGUAGES OF THE AREA. A PERSON WHO SPEAKS UZBEK CAN COMMUNICATE, WITH LITTLE DIFFICULTY, WITH OTHER CENTRAL ASIAN PEOPLES. UZBEK, ORIGINALLY WRITTEN IN ARABIC SCRIPT AND SUBSEQUENTLY IN LATIN SCRIPT, IS NOW WRITTEN IN RUSSIAN SCRIPT, AND MANY THOUSANDS OF RUSSIAN LOAN WORDS ARE NOW CURRENT IN THE LANGUAGE. ABOUT FIVE TO SIX MILLION PERSONS SPEAK UZBEK. THE TWO MAIN DIALECTS OF THE LANGUAGE DIFFER MAINLY IN THE DIFFERENT PRONUNCIATION OF VOWELS. UZBEK HAS THE LARGEST LITERATURE OF THE CENTRAL ASIAN LANGUAGES.

UZBEK SSR IS THE MOST POPULATED, THE MOST ECONOMICALLY PROSPEROUS, AND THE MOST INDUSTRIALIZED OF THE CENTRAL ASIAN REPUBLICS. AGRICULTURE IS ITS ECONOMIC BASE. IN THIS REGION OF LARGELY DESERT, AND HOT AND DRY CLIMATE, AGRICULTURE IS MADE POSSIBLE ONLY BY AN EXTENSIVE SYSTEM OF IRRIGATION CANALS AND PUMPING STATIONS WHICH MAKE THE LAND ARABLE. THE FINEST COTTON LANDS IN THE SOVIET UNION ARE IN UZBEK SSR WHICH PRODUCES 2/3 OF THE COTTON CROP OF THE SOVIET UNION. THE DEVELOPMENT OF INDUSTRY HAS CENTERED AROUND COTTON. THE OIL WELLS YIELD FUEL FOR OPERATING MACHINERY USED ON THE COTTON PLANTATIONS; ELECTRIC POWER STATIONS GENERATE ELECTRICITY TO RUN THE FACTORIES THAT MAKE COTTON PICKERS AND GINS; THE MILLS CONVERT RAW COTTON INTO THREAD, CLOTH AND CLOTHING; AND THE NITROGEN PLANTS TURN OUT FERTILIZER FOR THE SOIL. OTHER AGRICULTURAL PRODUCTS INCLUDE SUGAR BEETS, RICE, ALFALFA, WHEAT, AND FRUITS, SUCH AS RAISINS, APRICOTS, FIGS AND ORANGES. THERE IS A TRADITIONAL AND ECONOMICALLY IMPORTANT SILK AND TEXTILE INDUSTRY. LIVESTOCK RAISING IS IMPORTANT IN THE HILL PASTURE LANDS AND STEPPES AND A HIGH QUALITY CARACUL FUR IS PRODUCED FOR EXPORT. MINERAL RESOURCES INCLUDE COAL, SULFUR, COPPER, OIL, IRON, SILVER, LEAD, AND URANIUM. TASHKENT, THE CAPITAL, REPRESENTS BOTH THE INDUSTRIAL AND CULTURAL CENTER OF THE AREA.

THE OFFERING OF UZBEK REPRESENTS A CONTINUING ATTEMPT BY THE LANGUAGE AND AREA SCHOOL NOT ONLY TO MEET STATED TRAINING REQUIREMENTS BUT ALSO GRADUALLY TO INCREASE THE AGENCY'S RESOURCES FOR BETTER CURRENT UNDERSTANDING OF FOREIGN AREAS AND FOR DEALING WITH POTENTIAL DEVELOPMENTS REQUIRING LANGUAGE COMPETENCE AND AREA KNOWLEDGE.

REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. /Please check with your Training Officer regarding his special deadlines for applications/:

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R&S Auditorium)	B-3	23 Sept 21 Oct	30 Sept - 25 Oct 28 Oct - 22 Nov
25X1A6a	Administrative Procedures (136, [REDACTED])	B-4	28 Oct	18 Nov - 6 Dec
25X1A6a	(See your OTR Catalog) (136 [REDACTED])	B-5	23 Sept	30 Sept - 1 Nov
25X1A6a	Basic Supervision (GS 9-11) (0830 - 1230 hours, daily) (155 [REDACTED])	B-7	30 Sept	7 Oct - 18 Oct
25X1A6a	Basic Supervision (GS 12-14) (0830 - 1230 hours, daily) (155 [REDACTED])		21 Oct	28 Oct - 15 Nov
25X1A6a	Basic Management (GS 12-14) (0830 - 1230 hours, daily) (155 [REDACTED])	B-8	16 Sept	23 Sept - 4 Oct
	Clerical Refresher Program (Hours to be arranged) (Room 508, 1016 16th St)	B-12 to B-19	7 Oct 12 Nov	14 Oct - 8 Nov 18 Nov - 13 Dec

Pre-testing for the Clerical Refresher Program is scheduled for 10 October and 7 November in Room 508, 1016 16th Street as follows:

0900 - 1000 Typing 1000 - 1100 Shorthand 1100 - 1200 English Usage

<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Instructional Techniques (2011 R&S)	B-20	30 Sept	*7 Oct - 11 Oct (Formerly 9 Sept)
Dependents' Briefing (117 Central Bldg)	B-23	(See your Training Officer)	1 Oct - 2 Oct
Party Organization & Operations (0830-1230, daily) (2202 Alcott)	C-2	23 Sept	30 Sept - 25 Oct
Intelligence Techniques (2027 R&S)	I-1	23 Sept	30 Sept - 25 Oct
Effective Speaking (0930-1130, Mon, Wed) (2025 R&S)	I-5	25 Nov	2 Dec - 24 Jan
Writing Workshop (0900-1200 hours, 1st wk: Mon, Tues, Thurs last 3 wks: Tues, Thurs) (2026 R&S)	I-6	21 Oct	28 Oct - 22 Nov
Reading Techniques (Hours to be arranged) (2402 Alcott)	I-7	16 Sept 21 Oct	*23 Sept - 18 Oct 28 Oct - 22 Nov
Reading Techniques- Executive (Workshop) (Hours to be arranged) (2402 Alcott)		16 Sept	23 Sept - 4 Oct
Intelligence Research (Maps) (0900-1200, Mon, Wed, Fri) (2029 R&S)	I-12	21 Oct	28 Oct - 15 Nov
("0" course titles are listed only in <u>OTR</u> <u>Catalog 100-1</u>)	0-1	16 Sept	30 Sept - 31 Jan
	0-2	28 Oct	4 Nov - 13 Dec
	0-4	14 Oct	21 Oct - 8 Nov
	0-6	30 Dec	6 Jan - 31 Jan
	0-10	16 Sept	23 Sept - 11 Oct

<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	0-13	23 Sept	7 Oct - 25 Oct
	0-15	12 Nov	18 Nov - 6 Dec
	0-25	30 Sept 18 Nov	7 Oct - 25 Oct 25 Nov - 13 Dec
	IR	28 Oct	4 Nov - 15 Nov

*PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG

S-E-C-R-E-T

AREA TRAINING

Applications for Area, Part-Time Language, and Integrated Language/Area Study training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

COURSE TITLE

APPLY BY

DURATION

Americans Abroad Orientation:

25X1A6a

Western Europe

16 Sept
23 Sept

30 Sept - 4 Oct
7 Oct - 11 Oct

Basic Country Survey:

Germany
USSR
Philippines

1 Oct
1 Oct
27 Dec

15 Oct - 19 Dec
15 Oct - 19 Dec
*13 Jan - 21 Feb 58
(Formerly 7 Oct)

Regional Survey:

Asia (Economic Factors)
East Asia

23 Sept
7 Oct

8 Oct - 14 Nov
* 4 Nov - 10 Jan 58
(Formerly 21 Oct)

Integrated Language/Area Study:

Germany
(See Full-Time Language Training:
German Intermediate RSW)

30 Sept

14 Oct - 20 Dec

S-E-C-R-E-T

FULL-TIME LANGUAGE TRAINING

Applications for Full-Time Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic RSW</u>		
Chinese	Immediately	*14 Oct - 12 Sept 58 (Formerly 30 Sept)
French	Immediately	30 Sept - 28 Feb 58
German	Immediately	*14 Oct - 14 Mar 58 (Formerly 30 Sept)
Italian	Immediately	30 Sept - 28 Feb 58
Japanese	Immediately	30 Sept - 27 June 58
Romanian	Immediately	30 Sept - 28 Feb 58
Spanish	Immediately	30 Sept - 28 Feb 58
<u>Intermediate RSW</u>		
Chinese	Immediately	14 Oct - 24 Jan 58
German (see <u>AREA TRAINING:</u> <u>Integrated L/A Study - Germany</u>)	Immediately	14 Oct - 20 Dec

PART-TIME LANGUAGE TRAINING

Arabic

Basic Reading	7 Oct	*21 Oct - 8 Aug 58 (Formerly 1 July) (Formerly 23 Sept)
---------------	-------	---------------------------------------------------------------

Chinese

Basic RSW	30 Sept	14 Oct - 1 Aug 58
Intermediate RSW	30 Sept	14 Oct - 1 Aug 58

French

Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 20 Dec

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>German</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 14 Mar 58
Workshop - Reading	30 Sept	14 Oct - 20 Dec
<u>Italian</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Portuguese</u>		
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Romanian</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Russian</u>		
Basic Reading	16 Sept	30 Sept - 9 May 58
Basic Speaking	16 Sept	30 Sept - 9 May 58
Intermediate Reading	16 Sept	30 Sept - 9 May 58
Intermediate Reading - Scientific	16 Sept	30 Sept - 24 Jan 58
Familiarization RSW	16 Sept	30 Sept - 6 Dec
<u>Spanish</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Uzbek</u>		
Basic Speaking	16 Sept	30 Sept - 9 May 58

*PLEASE MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE (FOLD-OUT CHARTS)
IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG.

S-E-C-R-E-T

FOREIGN LANGUAGE PROFICIENCY TESTS

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about three-four hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required, to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Thursdays, in Room 2825, Quarters Eye. Call extension 4640 at least one week prior to the date of a test to arrange an appointment.

19 Sep	German	7 Nov	Danish
			Korean
26 Sep	Bengali		Slovak
	Hungarian		Urdu
	Japanese	14 Nov	German
	Ukrainian		
3 Oct	French	21 Nov	Estonian
			Persian
10 Oct	Hebrew		Thai
	Malay (Jawi)		Yiddish
	Serbo-Croatian	5 Dec	French
	Swedish		
17 Oct	Russian	12 Dec	Cambodian
			Lithuanian
24 Oct	Arabic		Norwegian
	Finnish	19 Dec	Russian
	Greek		
31 Oct	Spanish		

S-E-C-R-E-T

OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

		<u>Ext.</u>	<u>Room & Building</u>		
25X1A	Director of Training	Matthew Baird	3521	11, [REDACTED]	
	Deputy Director of Training	[REDACTED]	3521	11, [REDACTED]	
	Plans & Policy Staff	[REDACTED]	3531	4, [REDACTED]	25X1A
	Support Staff	[REDACTED]	3732	8, [REDACTED]	
	Assessment & Evaluation Staff	[REDACTED]	8307	1331A, R & S	
	Junior Officer Training Program	[REDACTED]	3514	2413, Alcott	
	Intelligence School	[REDACTED]	3832	2009, R & S	
	School of International Communism & the USSR	[REDACTED]	2428	2204, Alcott	
	Operations School	[REDACTED]	3102	201C, [REDACTED]	25X1A
	Language & Area School	[REDACTED]	8015	2129, Eye	
	Proficiency Testing	[REDACTED]	4640	2623, Qtrs. Eye	
	Eastern Studies	[REDACTED]	3275	2518, Qtrs. Eye	
	Western Studies	[REDACTED]	4437	2129, Eye	
	Registrar/TR	[REDACTED]	4005	1104, Alcott	
	Deputy Registrar/TR	[REDACTED]	4005	1106, Alcott	
	Processing Section	[REDACTED]	3731	1107, Alcott	
	Information Section	[REDACTED]			
	<u>Editor, OTR Bulletin</u>	[REDACTED]	<u>4625</u>	<u>1102, Alcott</u>	

S-E-C-R-E-T

DD/I TRAINING OFFICERS

	Special Asst. for DD/I		641	347, Admin	
25X1A	O/DDI		703	354, Admin	
	OCR		4443		25X1A
	ORR		2413	1003, M	
			4533	1007, M	
	ONE		552	105, Admin	
	OCI		749	2052, Q	
			2650	2052, Q	
	OSI		8326	1713, Barton	
	OBI		2521	126,	25X1A
	OO		795	402, 1717 H	
	CONTACT		2265	523, 1717 H	
	SOVMAT		2993	410, 1717 H	
STATSPEC			2926	414, 1717 H	
	FDD		586	2021,	
			3016	2029,	25X1A
	Special Asst. for DD/S		2228	222, East	
	Audit		2247	1133, Eye	
	Management		4183	555, 1717 H	
	Medical		3348	1303, J	
	Communications		2976	2308, Eye	
	Comptroller		4454	1039, Alcott	
	Logistics		4134	2c-49, Qtrs. Eye	
	Personnel		4353	249, Curie	
	Security		8151	2514, Eye	

S-E-C-R-E-T

~~SECRET~~

CIA INTERNAL USE ONLY

(OC, AUG. 57)

FOR INFORMATION, CALL THE OC TRAINING OFFICER, EXT. 2976

TITLE STAFF CRYPTOGRAPHIC SYSTEM (MANUAL) #CIP 101

OBJECTIVE TO QUALIFY STAFF PERSONNEL TO PERFORM MANUAL STAFF CRYPTOGRAPHIC DUTIES

PREREQUISITE CRYPTOGRAPHIC CLEARANCE

ENROLLMENT 1 TO 10

DURATION THREE WEEKS (120 HOURS)

LOCATION OTHER THAN HEADQUARTERS

THIS OFFICE OF COMMUNICATIONS COURSE IS COMPRISED OF A COMPLETE COVERAGE OF THE MANUAL SYSTEMS AND PROCEDURES REQUIRED IN THE PERFORMANCE OF STAFF CRYPTOGRAPHIC DUTIES. IT IS REQUIRED FOR ALL STAFF PERSONNEL WHO WILL BE RESPONSIBLE FOR PERFORMING OR ASSISTING WITH THE PERFORMANCE OF MANUAL STAFF CRYPTOGRAPHIC DUTIES, WHO HAVE NOT BEEN PREVIOUSLY QUALIFIED FOR SUCH DUTIES THROUGH FORMAL TRAINING WITH OUR ORGANIZATION.

TITLE STAFF CRYPTOGRAPHIC SYSTEM (MACHINE) - KL-7 #CIP 102

OBJECTIVE TO QUALIFY STAFF PERSONNEL IN KL-7 OPERATION AND PROCEDURES

PREREQUISITE CRYPTOGRAPHIC CLEARANCE

 #CIP 101

ENROLLMENT 1 TO 10

DURATION ONE WEEK (40 HOURS)

LOCATION OTHER THAN HEADQUARTERS

THIS OFFICE OF COMMUNICATIONS COURSE CONSISTS OF INSTRUCTION AND PRACTICE IN THE PROCEDURES AND OPERATION OF THE KL-7 CRYPTOGRAPHIC DEVICE. IT IS REQUIRED FOR STAFF PERSONNEL WHO WILL BE ASSIGNED CRYPTOGRAPHIC DUTIES AT STATIONS UTILIZING THE KL-7.

CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG.

~~SECRET~~

CIA INTERNAL USE ONLY

CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2001/07/16 : CIA-RDP78-03921A000200200001-3

~~SECRET~~/

CIA INTERNAL USE ONLY

(OC, AUG. 57)

FOR INFORMATION, CALL THE OC TRAINING OFFICER, EXT. 2976

TITLE	STAFF CRYPTOGRAPHIC SYSTEM (MACHINE) - SIGTOT/TINYTOT #CIP 104
OBJECTIVE	TO QUALIFY STAFF PERSONNEL IN TELETYPE, SIGTOT AND TINYTOT OPERATION AND PROCEDURES
PREREQUISITE	CRYPTOGRAPHIC CLEARANCE #CIP 101
ENROLLMENT	1 TO 10
DURATION	THREE WEEKS (120 HOURS)
LOCATION	OTHER THAN HEADQUARTERS

THIS OFFICE OF COMMUNICATIONS COURSE CONSISTS OF INSTRUCTION AND PRACTICE IN THE PROCEDURES AND OPERATION OF TELETYPE, SIGTOT AND TINYTOT EQUIPMENT. IT IS REQUIRED FOR STAFF PERSONNEL WHO WILL BE ASSIGNED CRYPTOGRAPHIC DUTIES AT STATIONS UTILIZING THESE MACHINES.

CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG.

~~CONFIDENTIAL~~

Approved For Release 2001/07/16 : CIA-RDP78-03921A000200200001-3

~~CONFIDENTIAL~~

~~SECRET~~

CIA INTERNAL USE ONLY

(OC, AUG. 57)

FOR INFORMATION, CALL THE OC TRAINING OFFICER, EXT. 2976

TITLE STAFF CRYPTOGRAPHIC SYSTEMS (REFRESHER) #CIP 105

OBJECTIVE TO QUALIFY PREVIOUSLY-TRAINED STAFF PERSONNEL IN THE USE OF NEW AND REVISED PROCEDURES AND TO PROVIDE THEM WITH A REVIEW OF PREVIOUS INSTRUCTION.

PREREQUISITE CRYPTOGRAPHIC CLEARANCE

#CIP 101 OR #CIP 104, AS APPROPRIATE

ABILITY TO PASS ASSESSMENT EXAMINATION, IF REQUIRED

ENROLLMENT 1 TO 5

DURATION TWO WEEKS (80 HOURS)

STUDENTS MAY BE ENROLLED IN THE FIRST AND/OR SECOND WEEK AS REQUIRED.

LOCATION OTHER THAN HEADQUARTERS

THE FIRST WEEK OF THIS OFFICE OF COMMUNICATIONS COURSE CONSISTS OF A REVIEW OF CIP 101 (MANUAL CRYPTOGRAPHIC SYSTEMS); THE SECOND WEEK, A REVIEW OF CIP 102 AND CIP 104 (MACHINE CRYPTOGRAPHIC SYSTEMS).

THE COURSE IS CONDUCTED FOR PERSONNEL WHO HAVE HAD PREVIOUS TRAINING AND EXPERIENCE IN CRYPTOGRAPHIC PROCEDURES AND IS TAILORED TO MEET THE REQUIREMENTS OF THE SPECIFIC ASSIGNMENT. THE STUDENT RECEIVES A REVIEW OF PREVIOUS INSTRUCTION AND LEARNS NEW PROCEDURES TO QUALIFY HIM TO PERFORM CRYPTOGRAPHIC DUTIES AT HIS NEW STATION.

SINCE THE CRYPTOGRAPHIC PROCEDURES USED AT THE VARIOUS STATIONS OFTEN DIFFER, THE NEED FOR ENROLLING IN THIS COURSE SHOULD BE CONSIDERED ANYTIME AN INDIVIDUAL IS ASSIGNED TO A STATION FOR WHICH HE HAS NOT BEEN SPECIFICALLY TRAINED.

INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG.
CUT ON THIS LINE.

~~SECRET~~ CIA INTERNAL USE ONLY

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~SECRET~~/

CIA INTERNAL USE ONLY

(OC, AUG. 57)

FOR INFORMATION, CALL THE OC TRAINING OFFICER, EXT. 2976

TITLE STAFF CRYPTOGRAPHIC SYSTEMS (MANUAL AND MACHINE) - SPECIAL APPLICATIONS #CIP 106

OBJECTIVE TO PROVIDE LIMITED TRAINING IN MANUAL CRYPTOGRAPHIC PROCEDURES AND ON-LINE AND OFF-LINE SIGTOT, AND TO PROVIDE ON-THE-JOB SIGTOT TRAINING WHEN REQUIRED

PREREQUISITE CRYPTOGRAPHIC CLEARANCE

ENROLLMENT 1 TO 5

DURATION THREE WEEKS (120 HOURS)

STUDENTS MAY BE ENROLLED FOR ONE, TWO OR THREE WEEKS, AS REQUIRED.

LOCATION OTHER THAN HEADQUARTERS

THIS OFFICE OF COMMUNICATIONS COURSE IS PARTICULARLY DESIGNED TO MEET THE REQUIREMENTS OF SPECIFIC DD/I ASSIGNMENTS: THE FIRST TWO WEEKS ARE DEVOTED TO INSTRUCTION IN MANUAL STAFF CRYPTOGRAPHY AND COVER TELETYPE NETWORK PROCEDURE, RESPECTIVELY. THE THIRD WEEK IS DEVOTED TO CIRCUIT OPERATING.

TITLE STAFF CRYPTOGRAPHIC SYSTEM (MANUAL) BRIEFING #CIP 107

OBJECTIVE TO ACQUAINT STAFF PERSONNEL WITH THE BASIC ELEMENTS OF CRYPTOGRAPHIC COMMUNICATIONS

PREREQUISITE CRYPTOGRAPHIC CLEARANCE

ENROLLMENT 1 TO 6

DURATION 1/2 DAY (4 HOURS)

LOCATION HEADQUARTERS

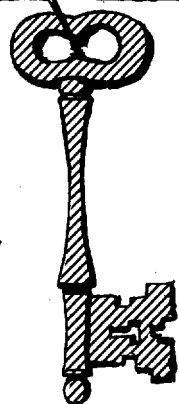
THIS OFFICE OF COMMUNICATIONS BRIEFING IS DESIGNED FOR CHIEFS OF STATION, CHIEFS OF BASE, OR THEIR DEPUTIES WHO, BY REASON OF THEIR POSITION, DESIRE A BASIC KNOWLEDGE OF CRYPTOGRAPHY IN ORDER TO BE FAMILIAR WITH THE CRYPTOGRAPHIC ACTIVITIES AT THEIR STATION. THIS BRIEFING DOES NOT QUALIFY THE INDIVIDUAL TO PERFORM CRYPTOGRAPHIC DUTIES.

~~SECRET~~/

CIA INTERNAL USE ONLY

~~CONFIDENTIAL~~

CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG.



*If you wish
another to keep
your Secret, first
keep it yourself.*
—Seneca

